

# ***The Ryde School***

## ***Attendance Policy***



Reviewed: January 2023  
Next Review: January 2024

## Attendance Policy

### **Introduction**

At The Ryde School we expect all stakeholders to be committed to high standards of attendance and punctuality. Good attendance and punctuality help pupils to make a good start to the day and maximises their learning potential. We believe that children cannot make good progress in their learning if they are absent from school. This policy is intended to support the school in achieving and maintaining high levels of attendance and punctuality. Missing out on lessons leaves pupils vulnerable to falling behind. Pupils with poor attendance tend to achieve less in both primary and secondary schools.

Pupils, who are on roll at The Ryde School, are expected to attend every day in term time and to arrive on time. All pupils should be dressed according to the school's Uniform Policy and be ready for the school day, as long as they are fit and well enough to do so. Our school is a calm, orderly, safe, and supportive environment where our pupils are welcomed positively every morning and are encouraged to be the best they can be.

The governors at The Ryde School ensure procedures are in place that encourages all pupils to attend school regularly. We work hard to ensure the ethos at The Ryde School supports pupils to feel happy and safe at school and to be positive about their learning. We work hard to support pupils who are unable to attend school full time by making the best provision we can for them.

Under the '*Education (Pupil Registration) (England) Regulations 2006*' the governing body are responsible for making sure the school keeps an attendance register that records which pupils are present at the start of both the morning and the afternoon sessions of the school day. This register will also indicate whether an absence is authorised or unauthorised.

### **Aims and Expectations**

The responsibility for good attendance is shared between school, parents and pupils. All these groups need to understand the expectations which the policy makes of them. (see Appendix 1)

The Ryde School will:

- promote the benefits of good attendance
- all staff are aware of the benefits of good attendance and help to promote this with pupils
- provide a safe, supportive learning environment
- work with families to build positive relationships and work to overcome barriers to attendance
- offer support to families by making reasonable adjustments or referring to outside agencies
- ensure registers of attendance are kept in accordance with The Education (Pupil Registration) (England) Regulations 2006 on a twice daily basis
- ensure all instances of absence, poor attendance and poor punctuality are fully investigated and accounted for

## **Attendance Target**

The school aims for attendance to be 96.1% or higher. This is communicated to parents regularly in letters and emails.

## **The School Day**

- The school gate opens at 8:35 a.m. and closes at 8:45am. The first lessons begins at 8.50 a.m.
- Children reach their classrooms by entering through the green gates and walking to their classrooms.
- The school nursery starts at 8:45 a.m. and finishes at 11:45 a.m.
- Nursery children enter through the main door to be greeted by the nursery staff, who then take the children to the nursery classroom.
- The nursery children can be collected from the nursery staff at the main entrance of the school at 11:45am.
- For all classes from Reception to Year 6 the school day finishes at 3:00pm and children can be collected from their class teacher at the green gates.
- Parents and carers are encouraged to time their arrival with the opening of the green gates.

## **Registration**

The school registers are legal documents and every care is taken to ensure that they are filled in accurately and correctly. Registers will be completed using the 'Marking of Attendance Registers' in accordance with *Education (Pupil Registration) (England) Regulations 2006*.

- Registration is an integral part of the school day and all pupils need to be present in their classrooms at the start of the school day by 8:50a.m. in order to be marked present.
- Registers will be completed using the 'Marking of Attendance Registers' (Taken from Instructions for Implementing the new DfES Codes in Attendance 2006) (Appendix 2).
- The register will be taken between 8:40a.m. and 8.50a.m. at the start of the morning session and at 1.00pm at the start of the afternoon session.
- Pupils arriving after these times will be marked as 'late' but present for the session.
- Once the register has been taken it is returned to the office as soon as possible.
- Registers close at 9.15 a.m. For pupils arriving after the register has closed, the morning session will be marked as an unauthorised absence. In the afternoon the register is closed at 1:15 p.m. and pupils arriving after this time will be marked as an unauthorised absence.

## **Lateness**

- Pupils arriving after the school gate has closed at 8:45 a.m. must be signed in by a parent or guardian at the school office and will be marked as late.
- If lateness is planned e.g. for a medical or dental appointment, parents should inform the school, on the previous day or as soon as the appointment is made and show evidence of this i.e. appointment

letter or card. Following an appointment, pupils arriving after the registers have closed are marked with a medical absence.

- For parents whose pupils are regularly late for school the following procedures will be followed:
  - I. For a regular pattern of lateness over a four-week period: first late letter sent (Appendix 3)
  - II. If no improvement: a second letter sent warning of the seriousness of continues lateness. (Appendix 4)
  - III. If no significant improvement: a third letter sent inviting parent into school for a meeting with Headteacher (Appendix 5).
  - IV. If still no significant improvement: a referral will be made to the Attendance and Improvement Officer.

### **Absences**

- Notification must be provided for all absences from school by the child's parents or carers.
- Absences are authorised by the Headteacher or Deputy Head Teacher for sickness and in specific circumstances.
- The school may decide not to authorise absence, depending on the reason given or if no reason is given.
- Notification of absence must be in the form of a telephone call or email on every day of absence, unless otherwise agreed, to the school office.
- If a request for absence is made, this will be considered by the Headteacher and parents/carers informed of the decision. Absences will only be authorised in exceptional circumstances which may relate to the child's education e.g. for music examinations or on compassionate grounds e.g. death of a close relative.
- Term time holiday absence will not be authorised except in very exceptional circumstances.
- Absences will not be authorised retrospectively.
- If a child is absent for reasons of long term sickness, the school will keep in regular contact with the child's parents/carers.
- For pupils whose attendance falls below the school's target of 96.1%, the following procedures will be followed:
  - I. 93% - 96% attendance: The child is flagged on the school system: first absence letter sent to parents warning that their child's attendance is below the expected attendance level (Appendix 6). The school will monitor the child's attendance and work with parents to improve it by talking and discussing support to be put in place.
  - II. 90.1 – 92.9% attendance: A second absence letter sent to inform parents of their child's poor attendance and further reminding them of the importance of regular attendance at school. (Appendix 7) Where appropriate a discussion with parents will take place.
  - III. 50.1% - 90% attendance: The child is considered a Persistent Absentee and a Fixed Penalty Notice warning letter will be sent to parents. Parents will be reminded to

ensure their child attends school regularly and that medical evidence may now be necessary before an absence can be authorised if the child is ill.

A phone call or conversation will be had by the headteacher to understand any difficulties the family may be experiencing and seeking assurance that attendance will improve.

If no improvement a letter will be sent inviting parents into school for a meeting with the Headteacher (Appendix 8). A consultation with Attendance and Improvement Officer will also be sought.

Throughout all these stages the school tries hard to support children and families to improve their attendance. Support plans can be put in place, adjustments made to the child's start to the school day and outside agencies can be called upon to help support families and children such as: Children's Services, Family Support Worker, School Nurse, Families First, CAMHS etc.

### **Safeguarding**

The Ryde School takes its responsibility for the safeguarding of its pupils very seriously and works hard to ensure all pupils are accounted for and safe.

- The school follows up absences for all pupils whose absence has not been confirmed by a parent/carer on that day. This is done by the admin staff or headteacher after scrutiny of the registers.
- A member of the admin team or headteacher will try to contact the parent/carer as soon as the registers have been checked. All efforts will be made to contact parents/carers by phone, email and/or text.
- If no contact has been made by 10:00 a.m. other named contacts will be contacted to assist the school in making contact with the pupil's parents/carers.
- If no contact has been made with the pupil's parents/carers by 10:30 a.m. then either the Attendance Officer will be called for advice or the police will be contacted to make a welfare check, depending on the circumstances of the family or the level of concern about the pupil's safety. Ultimately if there is no response at all Children's Services will be contacted.

### **Term Time Holidays**

- The Ryde School does not authorise leave of absence for holidays in term time unless there are exceptional circumstances.
- An application must be made in advance in writing, including supporting documentation, to the Headteacher and the Headteacher must be satisfied that there are exceptional circumstances which warrant the leave.
- Where a leave of absence is granted, the head teacher will determine the number of days a pupil can be away from school.
- If a school does not authorise a leave of absence for the purpose of a holiday but the parents still take the child out of school, or the child is kept away for longer than was agreed, the absence is unauthorised and a fine could possibly be issued.

- The regulations do not allow schools to give retrospective approval. If the parents did not apply for leave of absence in advance, the absence must be recorded as unauthorised.

### **Management of Attendance**

Responsibility for attendance at our school is taken very seriously. An admin officer is responsible for monitoring attendance daily, working closely with the headteacher. Classes achieving 100% on any day has 5 minutes extra playtime. The highest attending class of the week has 15 minutes extra playtime on a Friday afternoon.

Parents are routinely informed of their child's attendance if it falls below 96.1%.

The headteacher holds regular attendance assemblies where good attendance is rewarded. Achievable targets set for all children in any campaigns and competitions to promote good attendance. Children achieving 100% attendance since the beginning of the school year are rewarded fortnightly with a small treat. Children achieving 100% in the current half term are rewarded fortnightly with a small treat. The highest attending class at the end of the half term receives a small treat.

Attendance is the responsibility of all staff and is an item at Inset sessions. All staff encourage good attendance with pupils and are sensitive to their needs. All staff are willing to make adaptations to ensure pupils come to school willingly and are made to feel valued and welcome.

Staff will discuss the negative impact poor attendance has on pupil's progress at parent meetings and in phone calls.

The headteacher works regularly with the Attendance and Improvement Officer to improve attendance by following any advice and strategies suggested. The headteacher and Senco liaise with other agencies to support pupils who have attendance issues that need additional support.

There are very good systems in place to ensure any child that is taken off our roll is accounted for in a timely manner, and reported if this is not possible.

The Ryde School will notify Hertfordshire County Council of any pupil who fails to attend school regularly, or has been absent without the school's permission for a continuous period of 10 days or more.

The headteacher reports to the governing body regularly about attendance, the strategies being employed and the progress being made.

### **Attendance Officers, Admin Staff & Family Intervention Workers**

Expectations:

- To ensure the recording of attendance and absence data is accurate.
- To ensure robust day-to-day processes are in place.
- To track and follow up absence and poor punctuality (implement punctuality routines such as late gate or sign in procedures).
- Provide appropriate support and challenge to establish good registration practice.

- To ensure robust first day calling procedures including priority routines for vulnerable children including children with a social worker. If absence continues without explanation, further contact should be made to ensure safeguarding.
- Identify any absences that are not explained for each session and contact parents to understand why and when the pupil will return.
- Where absences are recorded as unexplained in the attendance register the correct code should be inputted as soon as the reason is ascertained, but no later than 5 working days after the session.
- Where reasonably possible, ensure school holds more than one emergency contact number for each pupil.
- Keep parents informed on a regular basis of their child's attendance and absence record (this should be communicated to parents in an easy-to-understand format and percentage headlines should be avoided. For example, concentrate on the amount of time missed and the impact on the pupil's learning).
- Hold regular meetings with the parents of pupils who the school (and/or Local Authority) consider to be vulnerable or are persistently or severely absent to discuss attendance and engagement at school.
- Identify pupils who need support from wider partners as quickly as possible and make the necessary referrals.
- If needed to undertake home visits in line with our safeguarding responsibilities to engage families and ensure children are safe.
- Identify and, where possible, mitigate potential barriers to good attendance in liaison with families and relevant support agencies.
- Implement children missing education (CME) procedures when appropriate -
- See guidance on HCC Grid regarding Children Missing Education, <https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/children-missing-from-education>
- Where pupils have additional vulnerabilities, which may require multi-agency meetings try to arrange those meetings outside of lesson time, where possible.
- Engage with feeder schools or organisations to access absence information in order to identify target cohorts prior to transfer, including mid-year transfers and managed moves.

#### Pupils at risk of persistent absence

- Provide regular attendance reports for weekly reviews with leaders (including special educational needs coordinators, designated safeguarding leads and pupil premium leads) for monitoring and evaluation purposes
- Initiate and oversee the administration of absence procedures.

This should include:

- letters home
- engagement with local authorities and other external agencies and partners
- work with families and the community to identify which methods of communication work best, recognising potential barriers in hard-to-reach families and find methods that work and are understood
- consideration as to whether further interventions are required in line with the statutory guidance on parental responsibility measures
- provide regular reports to leaders on the at-risk cohort

- provide regular reports/caseloads to local authority attendance team or independent attendance organisations to raise awareness of emerging at-risk pupils

#### Pupils who are persistently absent

- Develop and implement persistent absence action plans with pupils and families which address barriers and help establish positive attendance routines
- Identify tailored intervention which meets the needs of the pupil, for example:
  - mentoring
  - soft starts
  - alternative provision where appropriate
- Lead daily or weekly check-ins to review progress and impact of support, make regular contact with families to discuss progress
- Hold regular meetings or reviews of caseload with the Statutory Attendance & Participation Team (SAPT), external partners and alternative providers to check on welfare and review progress
- Liaise with school leaders (designated safeguarding, special educational needs coordinator and pastoral leads) on referrals to external agencies and multi-agency assessments
- Coordinate and contribute to multi-agency meetings to review progress and agree on actions
- Work in partnership with SAPT and other agencies to ensure the appropriate use of statutory parental responsibility measures
- Provide regular reports to leaders on the impact of action plans and interventions

#### Expectation of Parents

Parents are responsible in law for ensuring that their children of compulsory school age receive an efficient education suitable to their age, ability, aptitude and any special educational needs that they may have. Most parents fulfil this responsibility by registering their children at a school.

- Parents whose children are registered at a school are responsible for ensuring that their children attend and stay at school every day school is open.

Parents are responsible for:

- ensuring that their children are punctual and know the importance of good attendance.
- instilling in their children an appreciation of the importance of attending school regularly.
- impressing upon their children the need to observe the school's code of conduct.
- informing the school on the first day of absence, by 9.30 am at the latest.
- providing the school with an explanation for the absence.
- informing the school of any changes to their contact details.
- taking an active interest in their children's school career, praising and encouraging good work and behaviour and attending parent's evenings and other relevant meetings.
- working in partnership with the school to resolve issues and help the school to understand their child's barriers to attendance.
- proactively engage with the support offered by school to prevent the need for more formal support.
- If formal support is needed, proactively engage with this support to prevent the need for any legal intervention.
- booking any medical appointments around the school day where possible.

- only requesting leave of absence in exceptional circumstances and do so in advance.
- treating staff with respect
- actively supporting the work of the school
- calling staff for help when they need it
- communicating as early as possible circumstances which may affect absence or require support

### **Expectations of Pupils:**

- attend school and all of their lessons regularly and punctually
- remember to hand any note giving reasons for absence to the relevant person
- be in dressed in school uniform (except Nursery pupils) and be ready to learn

### **Working with the local authority:**

- Our school works in partnership with the Statutory Attendance & Participation Team to devise a strategic approach to attendance.
- The Headteacher will meet with the link LAAO when required to discuss and improve attendance for all persistently absent or severely absent pupils.
- Action Plans will be developed for all persistently and severely absent pupils. The school may request support from the LAAO for advice and guidance with the implementation of these action plans.
- If parents do not proactively engage with support offered through the action plan, then formal intervention may be requested from the LAAO.
- If parents do not engage with formal support, the school may request statutory intervention from the Local Authority.
- Statutory intervention can include:
  - Parenting Contract
  - Fixed Penalty Notice application from school
  - Parenting Order
  - Education Supervision Order
  - Prosecution

### **Fixed Penalty Notices**

Our school follows Hertfordshire County Council's Penalty Notice for Truancy Code of Conduct and procedures.

- We expect parents/carers to work with us to address attendance problems.
- If a pupil has at least 15 sessions (half day= 1 session) unauthorised absence in the current and/or previous term (including unauthorised holidays), the Head Teacher may ask the Local Authority to issue a Penalty Notice.
- The penalty is £60 if paid within 21 days of receipt of the notice, rising to £120 if paid after 28 days.

- There is no right of appeal by parents against a Fixed Penalty Notice.
- If the penalty is not paid the Local Authority may prosecute parents/carers for their child's irregular attendance.

**Follow guidance on HCC Grid when considering a Fixed Penalty Notice -**

**<https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/penalty-notices-for-unauthorised-absenceholiday>**

### **Part-time Timetables**

- As part of the framework for the inspection of services for children in need of help and protection, children looked after, and care leavers (Ofsted June 2015) local authorities are required to provide detailed data on school age children in their area who are not in receipt of full-time education and schools are similarly expected to maintain data on students of compulsory school age who are on their roll but attending on a part-time timetable.
- The Local authority has published guidance for all maintained school, academies, free schools, studio schools, UTCs, ESCs and PSBs on the use of part-time timetables for pupils of compulsory school age (the term after their fifth birthday to the last Friday in June following their 16th birthday)
- All schools are required to return information on children who are on part-time tables within five days of the pupil starting or ending a part-time timetable.

**Follow guidance from HCC Grid when considering a part-time timetable - <https://thegrid.org.uk/admissions-attendance-travel-to-school/attendance/attendance-part-time-students>**

### **Monitoring:**

We believe this policy will be effective only if it is consistently monitored across the whole school, therefore will be discussed regularly through the year to ensure compliance and or review of processes.

This policy will be reviewed annually.

**Appendix 1:****ATTENDANCE EXPECTATIONS**

It is expected that attendance at The Ryde School will be in line with national expectations of 96.1%. Every pupil is expected to have an attendance of at least 96.1%. It is inevitable that at some point in a pupil's education some sickness will occur and this percentage takes this into consideration. There are however, some genuine exceptions to this and, because of this, pupils will be considered on an individual needs basis.

It is also expected that pupils will not be late for the start of the school day or for the afternoon session.

Absences

	<b>Attendance Percentage</b>	<b>Number of Absences (half days)</b>
<b>Excellent</b>	<b>100%</b>	<b>0</b>
<b>Good</b>	<b>96.1% and above</b>	<b>16</b>
<b>Fair</b>	<b>90% and above</b>	<b>38</b>
<b>Poor</b>	<b>Below 90%</b>	<b>More than 38</b>

Punctuality

	<b>Lateness Percentage</b>	<b>Number of Lates (half days)</b>
<b>Excellent</b>	<b>0%</b>	<b>0</b>
<b>Good</b>	<b>2.6%</b>	<b>10</b>
<b>Fair</b>	<b>5.2%</b>	<b>20</b>
<b>Poor</b>	<b>Higher than 5.2%</b>	<b>More than 20</b>

**Appendix 2:****ATTENDANCE CODES, DESCRIPTIONS AND MEANING**

<b>CODE</b>	<b>DESCRIPTION</b>	<b>MEANING</b>
/	Present (AM)	Present
\	Present (PM)	Present
B	Present at off site educational activity	Approved Education Activity
C	Leave of absence authorised by the school	Authorised absence
D	Dual registered at another educational establishment	Not expected to attend this session
E	Excluded (no alternative provision made)	Authorised absence
G	Holiday (NOT agreed <u>or</u> days in excess of agreement)	Unauthorised absence
H	Holiday authorised by the school	Authorised absence
I	Illness (NOT medical or dental etc. appointments)	Authorised absence
J	Interview	Approved Education Activity
L	Late (before registers closed)	Present
M	Medical/Dental appointments	Authorised absence
N	No reason yet provided for absence	Unauthorised absence
O	Other unauthorised absence	Unauthorised absence
P	Supervised sporting activity	Approved Education Activity
R	Day set aside exclusively for religious observance	Authorised absence
S	Study leave	Authorised absence
T	Gypsy, Roma and Traveller absence for occupational reasons	Authorised absence
U	Late and arrived after the registers closed	Unauthorised absence
V	Educational visit or trip	Approved Education Activity
W	Work experience	Approved Education Activity
X	Not required to be in school (non-compulsory school age pupils)	Not counted in possible attendances
Y	Unable to attend due to exceptional circumstances	Not counted in possible attendances
Z	Pupil not on admission register	Not counted in possible attendances
#	School closed to all pupils (Planned)	Not counted in possible attendances

### Appendix 3

### FIRST LATE LETTER

Dear

It has come to our attention that your child has arrived late times in the last four weeks. That is a lateness rate of % with no satisfactory explanation given.

Arriving late in the morning, even by 5 minutes, adversely affects your child's start to the day. The first session begins at 8:50. This session is short, 15-20 minutes, but is vital in recapping/reinforcing previous learning before the day's lessons begin. You will appreciate, that if your child misses this session, or even part of it, they can be disadvantaged in their learning.

Please make every effort to ensure that your son/daughter arrives at school promptly every day in future.

If you are experiencing any difficulties, please contact the school to discuss these with the Headteacher.

Thank you for your co-operation in this matter.

Yours sincerely

## Appendix 4:

## SECOND LATE LETTER

Dear

I am concerned to note your child is still arriving late for school since my last letter. According to our records, your child has been late times this half term. That is a lateness rate of % with no satisfactory explanation given.

You will appreciate that regular lateness adversely affects not only your own child's education, but disrupts other children's learning too. When a child arrives late he/she misses: the introduction to the lesson, when previous learning is revisited in preparation for the work to be covered that day and when objectives and activities are explained. The teacher cannot repeat the full introduction for the late-comer, but any time spent settling him/her to the set tasks can affect the progress of the other children in the class.

Please make every effort to ensure that your child arrives at school promptly every day in future.

If you are experiencing any difficulties, please contact the school to discuss these with the Headteacher as some support measures may be available.

Thank you for your co-operation in this matter.

Yours sincerely

**Appendix 5:**

**THIRD LATE LETTER**

Dear

I am concerned to note that despite my earlier letters your child's punctuality is still a concern. Your child has now been late on occasions this half term. As I have previously advised you, lateness adversely affects not only your own child's education, but disrupts other children's learning too.

Please contact the school office to make an appointment with the headteacher as soon as possible.

Yours sincerely

## Appendix 6:

## FIRST ABSENCE LETTER

A whole year has 365 days  
A school only has 190 days  
This leaves: 175 days to spend on family time, visits, holidays, shopping and other appointments

100% attendance	= 190 days attendance	= 0 absence
95% attendance	= 180 days attendance	= 2 weeks absence
90% attendance	= 171 days attendance	= 4 weeks absence
85% attendance	= 161 days attendance	= 6 weeks absence
80% attendance	= 152 days attendance	= more than a half term absence

Dear

The Ryde School is committed to improving achievement through attendance and monitors the attendance of all of its pupils. Any pupil whose attendance falls below 96% will be monitored, and as a parent I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

I enclose a copy of your child's school attendance record. You will see that the attendance is now %, which I am sure you will agree, is a cause for concern.

I will continue to monitor your child's school attendance and, with your co-operation, I anticipate a gradual improvement.

If you wish to discuss your child's absence with me, please make an appointment at the School Office.

Yours sincerely

Sue Thompson

## Appendix 7:

## SECOND ABSENCE LETTER

A whole year has 365 days  
A school only has 190 days  
This leaves: 175 days to spend on family time, visits, holidays, shopping and other appointments

100% attendance	= 190 days attendance	= 0 absence
95% attendance	= 180 days attendance	= 2 weeks absence
90% attendance	= 171 days attendance	= 4 weeks absence
85% attendance	= 161 days attendance	= 6 weeks absence
80% attendance	= 152 days attendance	= more than a half term absence

Dear

Following on from the previous letter that I sent to you on , we have continued to monitor your child's attendance. As you are aware, any pupil whose attendance falls below 96% will be monitored, and as a parent I am sure you will agree that your child must attend school regularly to ensure that the maximum benefit is obtained from the education provided.

I enclose a copy of your child's school attendance record. You will see that the attendance is now %, which I am sure you will agree, is a further cause for concern.

I do understand that your child may be ill at certain times of the year but due to them missing so much time at school, I am writing to inform you that I am unwilling to authorise any more absences unless medical evidence is provided. Examples of evidence that the school is willing to accept are: a medical appointment letter/card (must have the pupil's name, date and time of appointment) or copy of prescription or prescription label on the medication.

I will be consulting with the attendance officer to seek advice on the appropriate action but in the meantime I hope that your child's attendance will improve.

If you would like to discuss any difficulties, you are experiencing please contact the school office to make an appointment to see me.

Yours sincerely

Sue Thompson

## Appendix 8

## THIRD ABSENCE LETTER

Dear

I am concerned to note that despite my earlier letters your child's attendance is still a concern.

I enclose a copy of your child's school attendance record. You will see that their attendance is now %, which I am sure you will agree, is a cause for concern.

I would like to discuss this with you to see if the school can offer some support to improve your child's attendance.

Please contact the school office to make an appointment with the headteacher as soon as possible.

Yours sincerely

## Appendix 9:

## BREACH OF REGULATIONS LETTER

A whole year has 365 days  
A school only has 190 days  
This leaves: 175 days to spend on family time, visits, holidays, shopping and other appointments

100% attendance	= 190 days attendance	= 0 absence
95% attendance	= 180 days attendance	= 2 weeks absence
90% attendance	= 171 days attendance	= 4 weeks absence
85% attendance	= 161 days attendance	= 6 weeks absence
80% attendance	= 152 days attendance	= more than a half term absence

### The Education (Penalty Notices) Regulations 2007

Dear

This is a formal warning that you are at risk of being in breach of the regulations stated above. Your child has been absent from school and has an attendance of %.

Should the number of unauthorised absence sessions reach 15 or more in the current and/or previous term you will be in breach if the regulations and the Local Authority may issue you with a penalty notice.

The notice requires you to pay a penalty of £60 within 21 days, rising to £120 if paid after 21 days but within 28 days. Each parent is liable to pay a separate penalty and penalty notices are issued for each child to whom the absence relates.

Payment of the penalty enables you to discharge your liability for the offence for the period in question of failing to ensure your child's regular attendance at school. (section 444, The Education Act 1996).

Failure to pay the penalty means you are liable to prosecution for the offence, by summons to appear before the local Magistrates Court. On conviction you may be liable for a fine of up to £1,000 per parent. This is a criminal offence which carries a criminal record. The Local Authority will ask for costs of £125 to be awarded against you.

If you fail to ensure your child attends regularly and 15 sessions of unauthorised absence is reached a penalty notice will be issued. You will not receive a further warning before the penalty is imposed.

If you believe there are legitimate reasons for your child's absence, please contact me within 5 working days to discuss the matter.

Yours sincerely

Sue Thompson

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